

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,
ATTN: CONSTRUCTION-OPERATIONS CHIEFS

SUBJECT: National Recreation Reservation Service Annual Inventory Update and Verification

1. The 2000 National Recreation Reservation Service (NRRS) annual inventory update and verification process will begin on 14 August 2000 and will continue through 30 September 2000. The update process will be substantially the same as last year, with only a few minor changes. The inventory update will be conducted by using the inventory web page at <http://www.ReserveAmerica.com/nrrs-inv/>. The Guide to the NRRS Inventory Update Procedures and the opening web page have been updated. Your change requests must be made in accordance with guidance provided on the web site. All field locations should review their inventory and submit any necessary changes or, alternatively, submit a message to ReserveAmerica that you are satisfied with your inventory and that no changes are required.
2. Seasons and fees should be updated for 2001 and 2002 during this period. Current guidance in ER1130-2-550, paragraph 9-2.c., governs review of districts' recreation use fee schedules. This policy states: "The district commander will provide the established schedule of use fees to the major subordinate commands (MSC) not later than 30 December each year." Due to the 240-day and 360-day NRRS reservation windows, fees for reservable facilities must be established at the district and entered into inventory a year further in advance than existing policy envisioned. This policy, however, does not preclude the district from establishing fees and entering them in the inventory earlier than 30 December of the preceding year. It merely states they will be provided to the MSC for review not later than 30 December. The MSC may supplement this policy to require earlier review and/or approval, at its discretion. ER1130-2-550 is currently being revised to reflect this changed requirement.
3. The policy regarding the minimum percent of reservable campsites that are required in a participating campground will remain at 60 percent. All field locations, especially those operating with Park Office software, are encouraged to maximize the number of reservable facilities at each field location for public service and efficiency reasons. It is not recommended, however, that field locations have more than 95 percent of sites reservable.
4. The allowable cutoff window policy will be changed from 0 to 5 days to 0 to 4 days. Our operation to date has proven that a 5-day window is not advantageous for customer reservations. Customers wishing to make a reservation for the coming weekend are already within a 5-day cutoff window by Monday, when they return from their current weekend activities. It is strongly recommended that all field locations operating on Park Office have a maximum 2-day cutoff window and all field locations operating with a Daily Arrival Report to have a 3-day window. Additional guidance on the minimum booking window is provided in the Inventory Update Procedures and has been provided to the field by the NRRS Marketing Team.

CECW-ON

SUBJECT: NATIONAL RECREATION RESERVATION SERVICE ANNUAL INVENTORY
UPDATE AND VERIFICATION

Prior to the start of the update period, ReserveAmerica will change all field locations that currently have a 5-day minimum window to a 4-day window to facilitate the update. Field locations, however, are strongly encouraged to change to a 2- or 3-day window depending on your operation.

5. Beginning with the 2002 recreation season, all reservable shelters and other reservable group facilities will be included in the NRRS. Due to the 360-day reservation window for group sites, you are advised to begin entering these facilities in the NRRS during this inventory update period. Beginning in January 2001, a customer could reserve a group site for January 2002. These sites may be non-reservable for 2001, but will be reservable for 2002. The NRRS Business Center, scheduled to come on-line in 2001, will give the field additional tools to manage their group areas within the NRRS. New parks or additional inventory in existing parks may be added during the update period by using guidance on inventory web page. New parks with new inventory may be added at any time during the year. Please be advised that during the annual update period, change requests for existing inventory will receive the highest priority from ReserveAmerica.
6. The NRRS Inventory Team will transmit electronically to the field additional information that will be required for the inventory update. A list of currently authorized POCs will be provided with that information. Only authorized POCs can submit changes to their inventory. If your authorized POC has changed, you must provide names of the new POCs to ReserveAmerica prior to submitting inventory changes. A spreadsheet will be provided that lists policy data for cutoff windows, percent reservable sites, Daily Arrival Report information and site details. All field locations that are not in compliance with established policy should revise their inventory during this update period or request a waiver from the Contracting Officer's Technical Representative (COTR).
7. The NRRS point of contact in CECW-ON is Judy Rice, (202) 761-1795. The Interagency Inventory Team Leader is Larry Bogue, (214) 767-2432, and the COTR is Greg Webb, (817) 978-4641. Please contact these individuals if you have questions about the 2000 NRRS Annual Inventory Update or about the guidance in this memorandum.

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CHARLES M. HESS
Chief, Operations Division
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